

**MEETING OF THE
BOARD OF LIBRARY TRUSTEES
DECEMBER 13, 2016
MINUTES**

Call to Order

Vice Chairperson Heather Calvin called the meeting to order at 7:13 pm, and in attendance were trustees Amy Hampe, Frank Murphy, Joyce Radochia, and Lois Rho. Also in attendance were Andrea Nicolay, library director, Maura Deedy, assistant library director, and Adam Chapdelaine, Town Manager. Trustee Chair Adam Delmolino and Trustee Kathy Fennelly were absent.

Town Manager Adam Chapdelaine

Ms. Nicolay and the board welcomed Mr. Chapdelaine and thanked him for his support of FY16 and FY17 funded budget requests. FY 18 budget requests include staff support for additional hours at Fox Branch Library. Ms. Nicolay reviewed the holdings, circulation at Fox from 2006 to 2016. The collection size has remained the same, while circulation has more than doubled. Saturday Service in East Arlington is critical for working families and residents who are unable to access library services during the weekdays and evenings. Saturday circulation is strongest as compared to weekday circulation. East Arlington is a fast growing neighborhood with Mass Ave improvements, school projects, an active business district, and increasing property values. In order to support expanded library services at Fox, a part time children's librarian position is required. Additional personnel requests include an increase in hours for the part-time technology librarian and a half-time position in Adult Services. Increased staffing levels will support the future interior renovation, as an increase in library use is expected. Mr. Chapdelaine expressed the value of Fox Branch library, which he sees as the face of government services in East Arlington.

Reimagining Our Libraries Update

Ms. Calvin, Mr. Murphy and Ms. Nicolay interviewed three candidates for the Reimagining Our Libraries. References are being checked and site visits will be scheduled.

Parking Amendment (vote needed)

Ms. Nicolay presented a proposed amendment to restore a dedicated parking spot directly in front of Fox Library entrance on Cleveland Street to facilitate deliveries. Mr. Murphy moved to approve the parking amendment. Ms. Hampe seconded the motion. The board approved unanimously.

Approval of Minutes (vote needed)

Trustees reviewed the minutes of the November meeting. Ms. Radochia moved to approve the minutes. Ms. Murphy seconded the motion. The board approved unanimously.

Communications

The Board of Trustees received a letter confirming the first portion of the Arlington Libraries State Aid Grant for FY 17.

Community Time

No members of the community were present.

Director's Report

Ms. Deedy has been working with Circulation while the Head of Circulation is out. The Winkler family visited Robbins recently and met with Ms. Nicolay. This collection focuses on civil rights work done in Arlington. Teen Services has been creating Boomerangs on instagram and Children's has been experimenting with pop-up programs, both of which have been successful experiments.

Foundation Liaison Update

The Annual Appeal letter has been delivered to about 1,000 households in Arlington and they report healthy returns.

Friends Liaison Updates

Friends of Robbins Library hosted a successful laughter for health program, and Books in Bloom planning is underway. Books in Bloom will be held on March 10, 2017. Friends of Fox met and reviewed programming.

Unanticipated Items

There are no unanticipated items.

Date of Next Meeting: January 10, 2017

The next meeting will be on Tuesday January 10, 2017.

Adjournment (vote needed)

Mr. Murphy moved to adjourn. Adjournment was approved unanimously. Meeting was adjourned at 8:30 p.m.

Materials Distributed:

- December 2016 Meeting agenda
- November 2016 meeting minutes
- November 2016 Director's Report
- November 2016 Circulation Statistics